



City of Rockville • Department of Recreation and Parks • Special Events

Community Event Support Policies

For Homeowner and Civic Associations

The City of Rockville, Department of Recreation and Parks, offers assistance to Home Owners and Civic Associations within the City of Rockville who would like to host a special community event.

Although the primary responsibility for planning and coordinating the event will be that of the sponsoring organization, the City of Rockville will provide assistance with activities, amusements, supplies, publicity, and recommendations.

1. Sponsoring organizations must be a recognized City of Rockville Civic or Home Owners Association.
2. Applications are approved at the discretion of the Recreation and Parks Department. Applications from organizations must be received at least **five weeks prior** to the date of the event. The number of supported events per week or weekend is limited, and dates are available on a first come, first served basis. Alternative dates and rain dates may be requested. Organizations should contact the City as soon as possible to confirm date availability.
3. Organizations are limited to **one** City co-sponsored event per fiscal year (July 1 – June 30).
4. Annual events are not automatically renewed. Applications and reservations must be made each year. No application will be accepted more than **twelve months prior** to the date of the event.
5. Please review the attached list of dates that are during City of Rockville sponsored events. Community events will not be allowed during these dates. In the event that there is a conflict with another City sponsored function/event, the organization has the option of choosing another date or requesting use of the Community Event Stipend.
6. The sponsoring organization has the responsibility for recruiting and supervising volunteer help for the event.
7. The City strongly discourages organizations from charging a fee for use of equipment the City has provided. If fees are charged for fundraising purposes, the profits from these events are to be divided 50/50 between the organization and the City of Rockville Recreation Fund.
8. Organizations may elect to use **EITHER** City of Rockville provided equipment **OR** the Community Event stipend. Use of stipend will count as City sponsored function/event.
9. The stipend is available for the following uses: table and chair rental, entertainment (magicians, clowns, bands, etc.), moonbounce/inflatable rentals. Additional uses not listed may be considered on a case-by-case basis.
10. The Community Event Application must be submitted and approved by the City of Rockville before any commitment is made to the vendor. The stipend is only made payable to the vendor and not to the sponsoring organization.
11. Invoices and quotations must be sent and approved by the City of Rockville prior to the event.

12. Organizations requesting City equipment/amusements are responsible for any damages incurred during their use. A **\$150.00 check or money order must accompany the application**; checks/money orders should be made payable to the **City of Rockville**. This deposit will be held until City equipment is returned. Deposits will be returned within two weeks after the events if there are no damages. A replacement supply list will be made available if needed.

13. List of City Equipment and Amusements:

Equipment: The following support equipment will be provided on a limited basis, and will be dropped off at your event location:

Trash litter boxes (4)	Cones (10)	Chairs (50)	Tables (10)
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Minor Amusements: You may choose up to three (3) minor Amusements

Face Painting Supplies ♣	Popcorn Machine*	Sno Cone Machine*
Sports Bag ♣	Lollipop Tree* ♣	Button Maker* ♣
Parachute ♣		

* Supplies for these amusements must be obtained by the sponsoring organization

♣ These items will need to be picked-up and dropped-off at City Hall by the sponsoring organization a week before the event date.

Promotion: If requested, the City of Rockville will print a maximum of 500 flyers. Artwork must be camera ready and received no later than four (4) weeks prior to the event. This will count as **one of your minor amusements**.

The City of Rockville no longer owns a moonbounce. Please see item nine (9) for information about using the Community Event Stipend for a moonbounce rental.

14. In the event of inclement weather, the City of Rockville reserves the right to determine the operation of outdoor equipment, which may include cancellation. A rain call must be made by Noon the day before your event in order to ensure successful delivery of event materials/equipment.

15. Organizations must obtain a **Montgomery County Special Food Service License** to sell or give away food. Applications are available from the Department of Health and Human Services, Health Promotion, Prevention, and Permitting Services, 401 Hungerford Dr., First Floor, Rockville, Maryland 20850. Phone 240-777-3986 or visit www.montgomerycountymd.gov/licensure.

16. To reserve a City park for your event, you must call the Rockville Civic Center at 240-314-8660.

For clarification or more information, please contact:

Amanda Smigelsky-Knox
Events Specialist
City of Rockville
111 Maryland Avenue
Rockville, MD 20850
Aknox@rockvillemd.gov



2014 City of Rockville Events Schedule

The City of Rockville will NOT be able to provide any equipment support for Community Events on the following dates when City sponsored events are schedule. Dates include time for event preparation and clean-up. **Dates are subject to change throughout the year.**

Date	Event
Friday, April 24 – Wednesday, April 30	Pike's Peek
Friday, May 16 – Wednesday, June 4	Hometown Holidays and Memorial Day Parade
Monday, June 30 – Monday, July 7	Independence Day Weekend
Thursday, July 17 – Monday, July 21	Rockville Rotary Twilight Runfest
Tuesday, August 19 – Thursday, August 26	Uncorked Wine and Music Festival
Thursday, October 16 – Monday, October 20	Antique and Classic Car Show
Thursday, October 23 – Monday, October 27	Rain Date: Antique and Classic Car Show
Thursday, November 6 – Monday, November 10	Rockville 10k/5k Runfest
Tuesday, November 11	Veterans Day Ceremony

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